MAI AHMED SHAWKY IBRAHIM

ELGASH STREET

Assuit, Egypt

Mobile: 01012915953

# Email: [maishawki](mailto:moonshine2m@hotmail.com)4m@gmail.com

# Objective

Working in an international environment which includes constant development possibilities and challenging working environment.

**Summary of skills**

* Personal Skills :
  + I am reliable, discreet, trustworthy, organized, adaptable, flexible and have excellent communication skills.
  + Ability to work with all levels of management and personnel.
  + Leadership skills.
  + Negotiation skills.
  + Learning skills.
  + Training skills
* Language skills: I am very good in reading, writing and spoken English.
* Computer skills: I have important computer skills, including M.S Office 2010. I am able to use the internet to conduct and compile research and for communication. I have polished presentation skills.

**Education**

2017-2018 Assuit University Assuit, EG

* Special Diploma, Faculty of Education, Education Technology Department.
* Graduated with a mark of “Very Good”.

2016-2017 Assuit University Assuit, EG

* Professional Diploma, Faculty of Education, Accreditation and Quality Department.
* Graduated with a mark of “Very Good”.

2011-2015 Assuit University Assuit, EG

* B.Sc., Faculty of Commerce, Administration Department.
* Graduated with a mark of “Very Good”.

1999-2003 Assuit University Assuit, EG

* B.A., Faculty of Education, English Department.
* Graduated with a mark of “Good”.

**Extra Courses**

* May,2015- June,2015 **Consultancy Diploma**  Governors Training & consulting, LLC

The Diploma included:

* The practice of helping [organizations](https://en.wikipedia.org/wiki/Organization) to improve their [performance](https://en.wikipedia.org/wiki/Performance_management), through the analysis of existing organizational problems and the development of plans for improvement.
* Mar,2015- Feb,2015 **Foundation of Entreneurship &Business Model Generation**  Knowledge ,enrich to lead

The Program included:

* the business planning process from ideation to investor pitching including innovation, operation and technology management modules in addition to progressive Group and One-on-One mentoring to help participants tune their Business Model and develop their pitch.
* Sept,2014- Dec,2014 **Mini MBA in HRM** Governors Training& consulting, LLC
* The Program included:
* Human Capital and the categories of HR activities.
* HR Management's contributing Role.
* Managing HR in SMEs.
* HR Cooperation with Operating and Line managers.
* How HR is seen in the Organization?
* July, 2014- Aug, 2014 **TOT course** Governors Training & consulting, LLC
* The course included:
* Planning an effective training program.
* Training methods.
* Training of specific target groups.
* Evaluation of training.

* March, 2014 – July, 2014 **HR Diploma** Governors Training & consulting, LLC
* The Diploma included the steps to establish HRM systems.
* Recruitment/Selection.
* Workforce Planning and Diversity.
* Performance Management.
* Reward Management.
* Workplace Management and Relations.
* A Safe and Healthy Workplace.
* Building Capabilities and Organizational Learning.

* March, 2013 – April,2014  **SEO course** Emarketing Academy
* The course included:
* SEO on page and SEO off page.
* How can choose keywords for each page of the site.
* How can analyze competitors.
* Link building and ranking in search engine.
* July, 2011 – September, 2011 **TOEFL course** Assiut University
* The course included Different English skills.
* September, 2010 – January,2011 **Completed Diploma** ITTC
* The course included.
* H.R Management.
* Microsoft Office 2007.
* Basic Conversation English.
* June, 2010 – July, 2010 **Human Resources Course** ITTC
* The course included.
* Human Resource Management.
* Job Analysis.
* Recruiting and Selection.
* Training and Development.
* Compensation and Benefits.
* Incentive plan.
* Performance appraisal.
* May, 2009 – August, 2009 **Oracle course** Orascom Center
* Managing personal data base.
* January, 2007 – March, 2007 **English course** Axon Center
* The course included Different English skills.
* January, 2006 – Machr, 2006  **Typing course** Axon Center
* The course included different Writing skills (Touch writing).
* August, 2005 – Octopar, 2005  **English course** Acce center
* The course included Different English skills.
* December, 2004 – February, 2005 **English course** Acce center
* The course included Different English skills.
* January, 2004 –aprilr, 2004 **BBSA** Assuit, EG
* Basic Business skills Acquisition Program(BBSA)
* Sponsored by the Future Generation Foundation.
* 4 levels for business English and concepts from Berlitz.
* 9 Business related computer programs.
* Project research, development and presentation.
* Business administration, marketing and sales and basic accounting skills.

**Job history**

**Job:** Freelancer Trainer & Consultant.

**Place:** Freelance.

**Period:** From 1/2015 – till now.

**Job tasks**:

* + Prepared three Community Schools for accreditation and quality.
  + Audited the Human Resource Systems for Gwla association.
  + Presented information about HRM for Gwla association.
  + Prepared and Implemented a training programme “ how to a sucsseful manager “for Gwla association.
  + Prepared and Implemented a training programme” how to teach English for kids” for Misr ElKheir Foundation.
  + Prepared and Implemented an English course for Graduates of Community Schools Association.

**Job:** English Technical Support.

**Place:** Graduates of Community Schools Association.

**Period:** From 3/2016 – 10/2018.

**Job tasks**:

* + Designing and following up the English language activities.
  + Following up UCMAS program.
  + Providing support to facilitators.
  + Providing support to learners.
  + Providing support to educational departments.
  + Activating the role of community participation.
  + Preparing reports and plans .
  + Monitoring field needs.

**Job:** Personnel Officer.

**Place:** Assuit businessmen Association.

**Period:** From 6/2007 – 12/2014.

**Job tasks**:

* + Preparing personnel attendance sheet.
  + Preparing personnel profiles.
  + Managing wages and salaries.

**Job:** MIS specialist.

**Place:** Assuit businessmen Association.

**Period:** From 10/2005 – 5/2007

**Job tasks**:

* + Entering customer and account data.
  + Maintaining data entry requirements by following data program techniques and procedures.

**Job:** Translator and Office manager (MIS).

**Place:** Assuit businessmen Association

**Period:** From 4/2004 – 9/2005

**Job tasks**:

* + Translating.
  + Entering Data.
  + Sending and Receiving Emails and Faxes.

**Job:** sales representative

**Place:** Assuit International Group

**Period:** From 9/2003– 3/2004

**Job tasks**:

* Dealing with Customers to sell products.

**Training**

* Literacy and numeracy skills.
* Active learning strategies.
* Classroom management.
* UCMAS program.
* Accreditation and Quality program

## Interests

* Computers, running and reading.

# Personal Data

* Date of Birth : 11th DECEMBER 1982
* Place of Birth: Assuit, Egypt.
* Marital Status: Married.
* Nationality: Egyptian.

## References

Available upon request